

CONFIDENTIAL

16 MAY 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information Services Staff

SUBJECT:

ISS Weekly Report (8-14 May 1980)

Classification Review Division

RMD and CRD personnel met with [] Chief of the Executive Registry, to discuss his pending trip [] to purge and organize the permanent files of the Office of the DCI. He hoped to gain some insight into problems encountered during past reviews in order to benefit from our experience. He should be commended for his interest and foresight. []

CRD has received for review and comments a draft memorandum from [] of COMIREX entitled "Guidelines for Systematic Declassification Review of 20-Year-Old Imagery Materials." []

CRD processed approximately 22,000 pages of material and declassified 7 percent. []

Regulations Control Division

RCD processed 35 regulatory issuances and numerous requests for past issuances. []

RCD personnel have been monitoring the progress of the Executive Committee recommendation for revising [] with DDO and OC respectively. []

Records Management Division

RMD forwarded to NARS and the Senate Select Committee on Intelligence a revised records control schedule that reduces the retention period of the Cable Reference File from 20 years to two years. []

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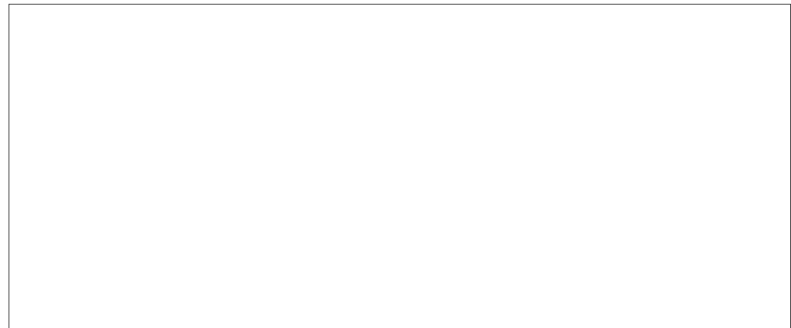
25X1 The Information Security Oversight Office submitted a favorable report on its inspection of the AARC and made no recommendations for changes in the center's program.

25X1 The equipment to be used for establishing a microwave link between the Records Center and headquarters has been received and is expected to be installed by mid-July 1980.

Information and Privacy Division

25X1 A separate report is attached.

25X1 Attachment



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15 May 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (8-14 May)

- | 1. <u>The Week in Review</u> | <u>8-14 May</u> | <u>1980 Weekly Average</u> |
|------------------------------|-----------------|----------------------------|
| a. New cases logged | 68 | 62.7 |
| b. Cases closed | 56 | 53.6 |
| c. New appeals logged | 0 | 2.0 |
| d. Appeals closed | 0 | 2.0 |
| e. Manpower (man-weeks) | 121.2 | 120.2 |
2. Current Backlogs
- a. Initial requests - 2827
 - b. Appeals - 417
3. Spotlighted Requests

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- 1 - OL
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